



## Job Description

<b>Job Title</b>	<b>Midday Assistant</b>
<b>Pay scale</b>	Level 3
<b>Responsible to</b>	Early Years Manager
<b>Purpose</b>	<ul style="list-style-type: none"> <li>■ To work within the ethos of the nursery and provide a warm, welcoming and stimulating environment, where children and families feel valued. To ensure the wellbeing of all young children and support their access to learning (including those with additional needs) To support the staff with the routines of children around lunchtimes including encouraging, observing and logging the amount children eat. To have a sound awareness of safeguarding and to ensure opportunities for children’s conversations are supported at this key time.</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>■ Learning in Harmony Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>● To support all children over the lunchtime period and ensure that all information is recorded appropriately in relation to mealtimes, accidents etc.</li> <li>● To ensure the lunchtime period is held in high importance for children to have the opportunity to share social experiences and conversations with each other.</li> <li>● To ensure any messages or information relating to a child over the lunchtime period is logged, recorded or shared with a member of staff or room leader..</li> <li>● To supervise the children in an inclusive manner, ensuring their safety and access to learning activities to help provide a range of play and learning opportunities and general care that reflects the child’s individual ability</li> <li>● To nurture positive relationships with children ensuring their emotional well- being and promoting their confidence and self – esteem.</li> <li>● To help provide learning experiences that challenge and enable young children to grow in confidence and independence within a stimulating environment.</li> <li>● To take responsibility under the supervision of Senior/ Early Years Practitioners, for the observation, assessment, monitoring, and record keeping of children’s learning and development using a variety of methods, to inform planning.</li> <li>● To monitor children’s achievements and identify any difficulties.</li> <li>● To support young children in learning and developing skills in personal hygiene, e.g. washing, toileting and mealtime routines.</li> </ul>
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>● To undertake any training appropriate to the post.</li> <li>● All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li> <li>● To have a sound knowledge and comply with all of the policies and procedures, and report all concerns to the appropriate person.</li> <li>● The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and</li> </ul>



	<p>grade.</p> <ul style="list-style-type: none"> <li>To attend relevant meetings as requested by the Early Years Manager.</li> </ul> <p>All staff will be required to safeguard and promote the welfare of all pupils and young people, and follow school policies and the staff code of conduct.</p> <p><i>This job description may be amended at any time in consultation with the postholder.</i></p>
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## Person Specification

Attributes	Expectation	Essential	Desirable	Evidence
<b>Qualifications</b>			Level 2 or 3 childcare and education	Certificate and assessment
<b>Professional Experience and Knowledge</b>	<p>Experience working with children under 4 years</p> <p>Knowledge of the EYFS</p> <p>motivation and enthusiasm to work with children, families and staff.</p>		Commitment and dedication to the role and wider professional responsibilities	Assessment Interview
<b>Personal aptitude, qualities and skills</b>	<ul style="list-style-type: none"> <li>emotional resilience in the working environment</li> <li>loyalty and confidentiality in and out of working hours to the nursery</li> <li>Flexible and adaptable</li> <li>Work as part of a team</li> <li>Patience and a good sense of humour.</li> </ul>			Assessment Interview